

# राष्ट्रीय आपदा प्रबंधन संस्थान (गृह मंत्रालय, भारत सरकार)

# National Institute of Disaster Management

(Ministry of Home Affairs, Govt. of India) Plot No-15, Block-B, Pocket-3, Sector 29, Rohini, Delhi-110042

NIDM/Admin/rect. on deputation basis/2022

Dated: 03.10.2022

To,

- The Secretaries of Ministries/Departments of Government of India
- Chief Secretaries of the State Governments/Union Territories
- Relief Commissioners of all States/SDMAs of all States
- MHA/NDMA/NDRF/DGCDFS & HG

Subject: - Filling up of Group 'A' posts in National Institute of Disaster Management, Delhi and Southern Campus on deputation (ISTC) basis

Madam/Sir,

The National Institute of Disaster Management require the services of suitable officers for filling up following Group 'A' posts at its Delhi Campus at Plot No-15, Block-B, Pocket-3, Sector 29, Rohini, Delhi-110042 and Southern campusat Kondapavuluru Village, Gannavaram Mandal, Krishna District, Vijaywada, Andhra Pradeshon deputation (including short term contract) basis:-

S.No.	Classification	Name of the	No. of posts		Pay Level	Eligibility criteria & Application
		post	Delhi Campus	Southern Campus	as per 7 <sup>th</sup> CPC	& Application Format
1.	Group 'A'	Professor	2	1	14	Annexure-1
2.	Group 'A'	Associate Professor	2	4	12	Annexure-2
3.	Group 'A'	Assistant Professor	2	3	10	Annexure-3
4.	Group 'A'	Administrative Officer	-	1	10	Annexure-4
5.	Group 'A'	Accounts Officer	-	1	10	Annexure-5

<sup>\*</sup> the number of posts may be increased or decreased without any notice.

2. A copy of the relevant extract of existing NIDM Employees (Recruitment and other conditions of Service) Rules, 2014 for the above posts in NIDM under the Ministry of Home Affairs is enclosed at **Annexure-6**. The same are required to be referred before applying for the above posts. The NIDM Employees (Recruitment and other conditions of Service) Rules, 2014 are also available at https://nidm.gov.in/PDF/laws/NIDMServiceRuleGazette 081014.pdf.

- 3. Officers who volunteer and are sponsored by their Ministries/Department/s State Governments/UTs Administration etc. for the above posts will not be permitted to withdraw their names later.
- It is requested to give wide circulation to these vacancies among all 4. Statutory/Autonomous organizations/Universities or Institutes, fully funded by the Central Government or State Governments, under your administrative control. The nominations of eligible officers alongwith their applications (in duplicate) duly countersigned by the competent authority in the enclosed proforma alongwith Annual Confidential Reports/APARs in original or their attested copies duly attested with rubber stamp on each page by an officer not below the rank of Under Secretary to the Govt. of India for the last five years of the officer, who could be spared immediately in the event of selection, may be sent to "The Executive Director, National Institute of Disaster Management, (NIDM), (Ministry of Home Affairs), Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042 within 60 days of date of issue of this circular i.e., till 02.12.2022". While forwarding the names, an integrity certificate and a certificate that no disciplinary action/proceedings, vigilance case is either pending or being contemplated against the officer may also be forwarded. Applicants may send an advance copy of the application at the above address/ email at admofficer.nidm@nic.in.
- 5. Separate application may be forwarded for separate category of posts.
- 6. Applications received after the last date or application incomplete in any respect or those not accompanied by the requisite document(s)/information will not be considered. The cadre authorities may ascertain that the particulars sent by the officer are correct as per their service records.

Yours faithfully,

(Surendra Thakur) Consultant & I/C (HR & Admin)

Encl: as above

# <u>Proforma for the post of Professor on deputation (ISTC) basis in Delhi and</u> Southern Campus

- (1) Please indicate campus for posting:
   (2) Name and Address in Block Letters:

   (3) Date of Birth (in Christian Era):

   (4) (i) Present Post Held:
- (4) (i) Present Post Held:(ii) Name of the Org.
  - (ii) Name of the Organisation where posted:
  - (iii) Date of entry into regular service:
  - (iv) Date of Superannuation:
- (5) Educational Qualifications:
- (6) Whether educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications / Experience required as	Qualifications / Experience
mentioned in the advertisement / vacancy	possessed by the officer
circular	
From amongst the officers or employees of	
the Central Government or State Government	
or Union Territories or Statutory or	
Autonomous Bodies or Universities or Institute	
fully funded by the Central Government or	
State Government holding analogous post on	
regular basis in the parent cadre or	
department; or	
Associate Professor with eight years of	
service in the Grade on regular basis and	
having the following qualifications:-	
Essential qualification:	
(i) Master's Degree in Social Sciences /	
Environmental / Earth Science / Engineering /	

Disaster Management or allied subjects with
at least 55% of the marks or its equivalent
grade; and

- (ii) Ph.D with a consistently good academic record; and
- (iii) Published work of high quality, actively engaged in research and training with evidence of published work with a minimum of 10 publications as books and or research or policy papers in indexed or International Standard Book Number/ International Standard Serial Number numbered journals and as International Standard Book Number/ International Standard Serial Number numbered books;
- (iv) A minimum ten years' experience in Post Graduate teaching or training and research at the University or National level Institution.
- (v) Contribution to innovation in training or education, design of new curriculum and courses, developing training modules and technology.

#### Desirable qualification:

- (i) Experience of guiding candidates for research at Doctoral level.
- (ii) An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned or allied or relevant discipline, to be substantiated by credentials.

(Add Additional Sheet if necessary)

(7)	Please state clearly whether in the	
	light of entries made by you above,	
	you meet the requisite essential	
	qualifications and work experience of	
	the post.	

(8) Details of Employment, in chronological order. Enclose a separate sheet,

duly authenticated by your signature, if the space below is insufficient.

Office/	Post Held	From	То	* Pay Band	Nature of
Institution	on regular			and Grade	duties (in
	basis			Pay / Pay	detail)
				Scale of	highlighting
				the post	experience
				held on	required for
				regular	the post
				basis	applied for

<sup>\*</sup> Important: Pay-Band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	То

- (9) Nature of present employment (i.e. Adhoc or temporary or quasi permanent or permanent)
- (10) In case the present employment is held on deputation / contract basis, please state:

Date of Initial	Period of	Name of the	Name of the post
appointment	appointment on	parent office/	and pay of the
	deputation /	organization to	post held in
	contract	which the	substantive
		applicant belongs	capacity in the
			present
			organization

(11)	If any post held on de application in the pas form the last deputation details.	t, date of return	
(12)	12) Additional details about present employment:		
(13)	Are you in the revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
(14)	Total emoluments per month now drawn		
Basic	pay in the pay Band	Grade Pay	Total Emoluments
(15)	Central Government	•	n which is not following the salary slip issued by the enclosed:-
	Pay with scale of pay d rate of increment	Dearness Pay/ interim relief/ other allowances (with break-up details)	Total emoluments

(16)	of your suitability for the post (Additional Academic qualifications
	professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).
(17)	Achievements:

(17)	Achievements:
	The Candidates are requested to
	indicate information with regard to :
	(i) Research publication and
	reports and special projects.
	(ii) Awards/ Scholarships / Official
	appreciation
	(iii) Affiliation with the professional
	bodies/ institutions / societies
	(iv) Patents registered in own
	name or achieved for the
	organization
	(v) Any research / innovative
	measure involving official
	recognition and;
	(vi) Any other information

### (18) Whether belongs to SC/ST.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

		Signature of the candidate Name:
	Office Address: _	
٥٠	Telephone/Fax/Email:_	

Date:

### Certification by the Employer/Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also cel tilled tilat.	Also	certified	that:-
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(i)	There	is	no	vigilance	or	disciplinary	case	pending/contemplated	against
	Shri/Sr	nt./	Kum	•					

- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years <u>or</u> a list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned:
(Employer/ Cadre Controlling Authority)
Name in Block Letters:
Designation:
Office Seal:

Email:

# <u>Proforma for the post of Associate Professor on deputation (ISTC) basis in</u> Delhi and Southern Campus

- (1) Please indicate campus for posting:

  (2) Name and Address in Block Letters:

  (3) Date of Birth (in Christian Era):

  Paste latest passport size photograph
- (4) (i) Present Post Held:
  - (ii) Name of the Organisation where posted:
  - (iii) Date of entry into regular service:
  - (iv) Date of Superannuation:
- (5) Educational Qualifications:
- (6) Whether educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications / Experience required as	Qualifications / Experience
mentioned in the advertisement / vacancy	possessed by the officer
circular	
From amongst the officers / faculty members	
of the Central Government or State	
Government or Union Territories or Statutory	
or Autonomous Bodies or Universities or	
Institute fully funded by the Central	
Government or State Government holding	
analogous post on regular basis in the parent	
cadre or department; or	
Assistant Professor with ten years of service	
in the Grade and having the following	
qualifications:	
(i) Essential qualification :	
(a) Masters Degree in Social Sciences	
/Environmental/Earth Science/ Engineering/	

Disaster Management or allied subjects with	
at least 55% of the marks or its equivalent	
grade; and	
(b) Good academic record with Ph.D. degree	
in the concerned or allied disciplines.	
(ii) Essential Experience :-	
(a) The faculty of Universities/Post Graduate	
Colleges holding analogous post on regular	
basis in the parent cadre; or	
(b) A minimum of 10 years of experience of	
teaching or of research in a regular position	
equivalent to that of Assistant Professor; and	
(c) With evidence of published work with a	
minimum of five publications as books or	
research or policy papers in indexed or	
International Standard Book Number or	
International Standard Serial Number or	
numbered journals and as International	
Standard Book Number or International	
Standard Serial Number numbered books;.	
(iii) Desirable experience:	
Contribution to innovation educational, design	
of new curricula, courses and developing	
training modules, and technology-mediated	
teaching learning process.	
(Add Additional Sheet if necessary)	

(7)	Please state clearly whether in the	
	light of entries made by you above,	
	you meet the requisite essential	
	qualifications and work experience of	
	the post.	

(8) Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/	Post Held	From	То	* Pay Band	Nature of
Institution	on regular			and Grade	duties (in
	basis			Pay / Pay	detail)

		Scale of	highlighting
		the post	experience
		held on	required for
		regular	the post
		basis	applied for

<sup>\*</sup> Important: Pay-Band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	То

- (9) Nature of present employment (i.e. Adhoc or temporary or quasi permanent or permanent)
- (10) In case the present employment is held on deputation / contract basis, please state:

Date of Initial	Period of	Name of the	Name of the post
appointment	appointment on	parent office/	and pay of the
	deputation /	organization to	post held in
	contract	which the	substantive
		applicant belongs	capacity in the
			present
			organization

(11)	If any post held on deputation by the	
	application in the past, date of return	
	form the last deputation and other	

	details.	d

- (12) Additional details about present employment:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Government undertaking
  - (e) Universities
  - (f) Others
- (13) Are you in the revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
- (14) Total emoluments per month now drawn

Basic pay in the pay Band	Grade Pay	Total Emoluments

(15) In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:-

Basic Pay with scale of pay	Dearness Pay/ interim	Total emoluments
and rate of increment	relief/ other allowances	
	(with break-up details)	

(16) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(17)	Achievements:
	The Candidates are requested to
	indicate information with regard to:
	(i) Research publication and reports and special projects.
	(ii) Awards/ Scholarships / Official appreciation
	(iii) Affiliation with the professional bodies/ institutions / societies
	(iv) Patents registered in own name or achieved for the organization
	(v) Any research / innovative measure involving official recognition and;
	(vi) Any other information

# (18) Whether belongs to SC/ST.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

		Signature of the candidate Name:
	Office Address: _	
Date:	Telephone/Fax/Email:_	

### Certification by the Employer/Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also cel tilled tilat.	Also	certified	that:-
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(i)	There	is	no	vigilance	or	disciplinary	case	pending/contemplated	against
	Shri/Sr	nt./	Kum	•					

- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years <u>or</u> a list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned:
(Employer/ Cadre Controlling Authority)
Name in Block Letters:
Designation:
Office Seal:
Email:

# <u>Proforma for the post of Assistant Professor on deputation (ISTC) basis in</u> Delhi and Southern Campus

- (1) Please indicate campus for posting:

  (2) Name and Address in Block Letters:

  (3) Date of Birth (in Christian Era):

  Paste latest passport size photograph
- (4) (i) Present Post Held:
  - (ii) Name of the Organisation where posted:
  - (iii) Date of entry into regular service:
  - (iv) Date of Superannuation:
- (5) Educational Qualifications:
- (6) Whether educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications / Experience required as	Qualifications / Experience
mentioned in the advertisement / vacancy	possessed by the officer
circular	
From amongst the officers or employees of	
the Central Government or State Government	
or Union Territories or Statutory or	
Autonomous Bodies or Universities or Institute	
fully funded by the Central Government or	
State Government holding analogous post on	
regular basis in the parent cadre and	
possessing the following education	
qualifications:	
Qualification :	
Essential:	
Masters Degree with 55% marks in Social	
Sciences / Environmental / Earth Science /	
Engineering / Disaster Management or allied	

subjects with at least 55% of the marks or its	
equivalent in Masters Degree with consistent	
good academic record.	
Desirable :	
(i) M.Phil or Ph.D. in the concerned or allied	
disciplines.	
Contribution to innovation educational, design	
of new curricula and courses, developing	
training modules, and technology-mediated	
teaching learning process.	
(4.11.4.11); 1.01(;	

(Add Additional Sheet if necessary)

(7)	Please state clearly whether in the	
	light of entries made by you above,	
	you meet the requisite essential	
	qualifications and work experience of	
	the post.	

(8) Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/	Post Held	From	То	* Pay Band	Nature of
Institution	on regular			and Grade	duties (in
	basis			Pay / Pay	detail)
				Scale of	highlighting
				the post	experience
				held on	required for
				regular	the post
				basis	applied for

<sup>\*</sup> Important: Pay-Band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and	From	То
	Grade Pay drawn		
	under ACP/ MACP		
	Scheme		

- (9) Nature of present employment (i.e. Adhoc or temporary or quasi permanent or permanent)
- (10) In case the present employment is held on deputation / contract basis, please state:

Date of Initial	Period of	Name of the	Name of the post
appointment	appointment on	parent office/	and pay of the
	deputation /	organization to	post held in
	contract	which the	substantive
		applicant belongs	capacity in the
			present
			organization

If any post held on deputation by the
application in the past, date of return
form the last deputation and other
details.

- (12) Additional details about present employment:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Government undertaking
  - (e) Universities
  - (f) Others
- (13) Are you in the revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

Basic pay in the pay Band	Grade Pay	Total Emoluments

(15) In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:-

Basic Pay with scale of pay	Dearness Pay/ interim	Total emoluments
and rate of increment	relief/ other allowances	
	(with break-up details)	

(16) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(17)	Achievements:			
	The Candidates are requested to			
	indicate information with regard to:			
	(i) Research publication and			
	reports and special projects.			
	(ii) Awards/ Scholarships / Official			
appreciation				
	(iii) Affiliation with the professional			
	bodies/ institutions / societies			
	(iv) Patents registered in own			
	name or achieved for the			
	organization			
	(v) Any research / innovative			
	measure involving official			

	recognition and;	
(vi)	Any other information	

## (18) Whether belongs to SC/ST.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

	Signature of the candidate Name:
Office Address: _	
Telephone/Fax/Email:_	

Date:

### Certification by the Employer/Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also cel tilled tilat.	Also	certified	that:-
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(i)	There	is	no	vigilance	or	disciplinary	case	pending/contemplated	against
	Shri/Sr	nt./	Kum	•					

- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years <u>or</u> a list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned:
(Employer/ Cadre Controlling Authority)
Name in Block Letters:
Designation:
Office Seal:
Email:

# <u>Proforma for the post of Accounts Officer on deputation (ISTC) basis in NIDM</u> <u>Southern Campus</u>

- (1) Name and Address in Block Letters:

  (2) Date of Birth (in Christian Era):

  (3) (i) Present Post Held:
   (ii) Name of the Organisation
  - where posted:
    (iii) Date of entry into regular
  - (iv) Date of Superannuation:
- (4) Educational Qualifications:

service:

(5) Whether educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications / Experience required as	Qualifications / Experience
·	-
mentioned in the advertisement / vacancy	possessed by the officer
circular	
(a) Officers of the Central Government or	
State Governments or Union territory	
Administrations -	
(i) holding analogous post on regular basis;	
or	
(ii) worked for at least two years in the pay	
band-2 of Rs.9300-34800 plus grade pay of	
Rs.4800;	
or	
(iii) has worked for at least three years in the	
pay band-2 of Rs.9300-34800 plus grade pay	
of Rs.4600; and	
(b) possessing any one of following	
qualifications:-	
1 .	
(i) has qualified the Subordinate Accounts	
Service or equivalent examination conducted	
by any of the Organised Accounts	

Departments of the Central Government; or	
(ii) successful completion of training in the	
Cash and Accounts Work in the Institute of	
Secretariat Training (ISTM) and Management	
or equivalent and one year experience in cash	
accounts and budget works.	
(Add Additional Shoot if pagescary)	

(Add Additional Sheet if necessary)

(6)	Please state clearly whether in the	
	light of entries made by you above,	
	you meet the requisite essential	
	qualifications and work experience of	
	the post.	

(7) Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/	Post Held	From	То	* Pay Band	Nature of
Institution	on regular			and Grade	duties (in
	basis			Pay / Pay	detail)
				Scale of	highlighting
				the post	experience
				held on	required for
				regular	the post
				basis	applied for

<sup>\*</sup> Important: Pay-Band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and	From	То
	Grade Pay drawn		
	under ACP/ MACP		
	Scheme		

(8)	(8) Nature of present employment (i.e. Adhoc or temporary or quasi – permanent or permanent)							
(9)	9) In case the present employment is held on deputation / contract basis, please state:							
	Date of Initial appointment Period of appointment on deputation / contract Applicant belongs Period of appointment on deputation / contract Applicant belongs Period of appointment on deputation / which the applicant belongs Period of appointment on deputation / which the applicant belongs Period of appointment organization Name of the post and pay of the post applicant belongs applicant belongs.							
(10) If any post held on deputation by the application in the past, date of return form the last deputation and other details.								
(11) Additional details about present employment: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government undertaking (e) Universities (f) Others								
(12)	Are you in the revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale							
(13)	Total emoluments per month now drawn							

Grade Pay

Total Emoluments

Basic pay in the pay Band

(14) In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:-

Basic Pay with scale of pay	Dearness Pay/ interim	Total emoluments
and rate of increment	relief/ other allowances	
	(with break-up details)	

(15) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(16)	Achievements:	
	The Candidates are requested to	
	indicate information with regard to:	
	(i) Research publication and	
	reports and special projects.	
	(ii) Awards/ Scholarships / Official	
	appreciation	
	(iii) Affiliation with the professional	
	bodies/ institutions / societies	
	(iv) Patents registered in own	
	name or achieved for the	
	organization	
	(v) Any research / innovative	
	measure involving official	
	recognition and;	
	(vi) Any other information	

(17) Whether belongs to SC/ST.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

		Signature of the candidate Name:
	Office Address: _	
	 Telephone/Fax/Email:_	
Date:		

### Certification by the Employer/Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also cel tilled tilat.	Also	certified	that:-
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(i)	There	is	no	vigilance	or	disciplinary	case	pending/contemplated	against
	Shri/Sr	nt./	Kum	•					

- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years <u>or</u> a list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned:
(Employer/ Cadre Controlling Authority)
Name in Block Letters:
Designation:
Office Seal:
Email:

# <u>Proforma for the post of Administrative Officer on deputation (ISTC) basis in NIDM</u> <u>Southern Campus</u>

- (1) Name and Address in Block Letters:

  (2) Date of Birth (in Christian Era):

  (3) (i) Present Post Held:
   (ii) Name of the Organisation
  - where posted:
    (iii) Date of entry into regular
    - service:
      (iv) Date of Superannuation:
- (4) Educational Qualifications:
- (5) Whether educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications / Experience required as	Qualifications / Experience
mentioned in the advertisement / vacancy	possessed by the officer
circular	
Officer of the Central Government or State	
Government or Union territory	
Administrations-	
(i) holding post analogous on regular basis;	
or	
(ii) has worked for at least two years in the	
pay band of Rs.9300- 34800 with grade pay of	
Rs.4800;	
or	
(iii) has worked for at least three years in the	
pay band-2 of Rs.9300-34800 with grade pay	
of Rs.4600 and possessing the following	
qualification and experience :-	
Essential:	
Degree of a recognized University or	
equivalent; and	

Experie	nce of	administration	and	
establis	hment relat	ed work for more tha		
year in	a Governme	ent office or Public Bo	dy or	
Autonoi	mous Body	or Universities fund	ed by	
the Cer	ntral Govern	ment.		
Desirab	ole :			
Knowle	dge of rules	and regulations rela	ted to	
establis	hment matte	ers.		
(Add Ad	dditional She	eet if necessary)		
(6)	Please stat	e clearly whether in t	he	
	light of entr	ies made by you abo	ve,	
	you meet tl	ne requisite essential		
	qualification	ns and work experien		
	the post.			
/ <b>-</b> \	D			–

(7) Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/	Post Held	From	То	* Pay Band	Nature of
Institution	on regular			and Grade	duties (in
	basis			Pay / Pay	detail)
				Scale of	highlighting
				the post	experience
				held on	required for
				regular	the post
				basis	applied for

<sup>\*</sup> Important: Pay-Band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and	From	То
	Grade Pay drawn		
	under ACP/ MACP		

Scheme	

- (8) Nature of present employment (i.e. Adhoc or temporary or quasi permanent or permanent)
- (9) In case the present employment is held on deputation / contract basis, please state:

Date of Initial	Period of	Name of the	Name of the post
appointment	appointment on	parent office/	and pay of the
	deputation /	organization to	post held in
	contract	which the	substantive
		applicant belongs	capacity in the
			present
			organization

(10)	If any post held on deputation by the	
	application in the past, date of return	
	form the last deputation and other	
	details.	

- (11) Additional details about present employment:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Government undertaking
  - (e) Universities
  - (f) Others
- (12) Are you in the revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
- (13) Total emoluments per month now drawn

Basic pay in the pay Band	Grade Pay	Total Emoluments

(14) In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:-

Basic Pay with scale of pay	Dearness Pay/ interim	Total emoluments
and rate of increment	relief/ other allowances	
	(with break-up details)	

(15) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(16)	Achievements:
	The Candidates are requested to
	indicate information with regard to :
	(i) Research publication and
	reports and special projects.
	(ii) Awards/ Scholarships / Official
	appreciation
	(iii) Affiliation with the professional
	bodies/ institutions / societies
	(iv) Patents registered in own
	name or achieved for the
	organization
	(v) Any research / innovative
	measure involving official
	recognition and;
	(vi) Any other information

### (17) Whether belongs to SC/ST.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

		Signature of the candidate Name:
	Office Address: _	
	 Telephone/Fax/Email:_	
Date:		

### Certification by the Employer/Cadre Controlling Authority

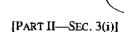
The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also cel tilled tilat.	Also	certified	that:-
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(i)	There	is	no	vigilance	or	disciplinary	case	pending/contemplated	against
	Shri/Sr	nt./	Kum	•					

- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years <u>or</u> a list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned:
(Employer/ Cadre Controlling Authority)
Name in Block Letters:
Designation:
Office Seal:
Email:



 	 	ZATRACKISII (AK	[FART II—SEC. 3(1)]
			Experience of not less than five years in the field of Disaster Management related training/administration.  Note 1: Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed five years.  Note 2: The maximum age-limit for appointment by deputation shall be 56 years.  Note 3: The crucial date for deciding the age limit shall be 1st July of the year of advertisement.

12		13
Group 'A' Departmental Selection Committee (for considering consisting of :-	Not applicable	
1. Secretary (Border Management) or Special Secretar	ry or	
Additional Secretary, In-charge of Disaster Manager		
Ministry of Home Affairs	-Chairman	
<ol><li>Secretary / Special Secretary / Additional Secretary</li></ol>		
Joint Secretary (Administration),		
National Disaster Management Authority	-Member	
<ol> <li>Joint Secretary, (Disaster Management) of the Mini</li> </ol>	stry,	
In-charge of Disaster Management	-Member	
4. Executive Director, National Institute of Disaster M	Ianagement -Member	

(1)	(2)	(3)	(4)	(5)	(6)
3. Professor	3 (Three)* *Subject to variation dependent on workload	Group 'A'	Pay Band 4 Rs. 37400- 67000 plus Grade Pay of Rs.10000	Not applicable	Not exceeding 55 years.  Note: The crucial date for deciding the age limit shall be 1st July of the year of advertisement.
	(7)	(8)	(9)	(10)	(11)
Sciences / Envi Science / Engine Management of with at least 55	Degree in Social ironmental / Earth neering / Disaster or allied subjects % of the marks or	Yes	One year for direct recruits	50% by promotion and 50% by deputation (Including Short-Term Contract) failing which by direct recruitment.	By Promotion: With eight years of service in the grade on regular basis and fulfilling the essential qualifications for the post as given in column (7).
its equivalent grade; and (ii) Ph.D with a consistently good academic record; and					By deputation (Including Short-Term Contract):
(iii) Published quality, active research and evidence of put a minimum of	work of high				From amongst the officers or cmployees of the Central Government or State Government or Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully



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papers in indexed or		funded by the Central
International Standard Book		Government or State
Number/ International Standard		Government holding
Serial Number numbered		analogous post on regular basis
journals and as International	Į į	in the parent cadre or
Standard Book Number/		department; or
International Standard Serial		Associate Professor with eight
Number numbered books;		years of service in the Grade
(iv) A minimum ten years'		on regular basis and having the
experience in Post Graduate		qualifications specified in
, <u> </u>		, *
teaching or training and research		column (7)
at the University or National level Institution.		Note 1: Period of deputation
level insulution.		shall ordinarily be for three
(v) Contribution to innovation in		years extendable upto five
training or education, design of		years. However, the period of
new curriculum and courses,		deputation including period of
developing training modules and	ļ <b>!</b>	deputation in another ex-cadre
technology.		post held immediately
Desirable qualification:		preceding this appointment in
]	l i	the same or some other
(i) Experience of guiding		organization or department of
candidates for research at		the Central Government shall
Doctoral level.		not exceed five years.
(ii) An outstanding professional,	<u> </u>	1
with established reputation in the		Note 2: The maximum age-
relevant field, who has made		limit for appointment by
significant contributions to the		deputation shall be 56 years as
knowledge in the concerned or		on 1st July of the year of
allied or relevant discipline, to be		advertisement.
substantiated by credentials.		Note 3: The crucial date for
Sucottinuos by Creothiais.		deciding the age limit shall be
		1st July of the year of
		advertisement.
1		

	(12)		(13)
Group	o 'A' Departmental Promotion Committee (for considering	confirmation and	Not applicable
promo	otion) consisting of :-		
1.	Union Home Secretary: or Secretary (Border Management)	-Chairman	
2.	Secretary / Special Secretary / Additional Secretary,	į	
	National Disaster Management Authority	-Member	
3.	Joint Secretary (DM), Ministry of Home Affairs	-Member	
4.	Three eminent external experts in the field of disaster		
	management to be nominated by Union Home Minister	-Member	
5.	Executive Director, National Institute of Disaster Management	-Member	

	(1)	(2)	(3)	(4)	(5)	(6)
4	. Associate	4 (Four)* Subject to	Group	Pay Band 3	Not applicable	50 years as on 1st July of the
	Professor	variation dependent	'A'	Rs. 15600 -		year in which the
-		on workload		39100 plus		advertisement is issued.
İ				Grade Pay of		Note: The crucial date for
ŀ			:	Rs. 7600		deciding the age limit shall be
-						1st July of the year of
						advertisement.

(7)	(8)	(9)	(10)	(11)
(i) Essential qualification:	Yes	One year for	50% by	By Promotion:
(a) Masters Degree in Social Sciences		direct	promotion and	Promotion from amongst the
/Environmental/Earth Science/		recruitment	50% by	Assistant Professors having
Engineering/Disaster Management or			deputation	ten years of service (or
allied subjects with at least 55% of the			(Including Short-	equivalent) or sixteen year



marks or its equivalent grade; and			Term Contract)	service at the level of
(b) Good academic record with Ph.D.			failing which by	Research Associate (or
degree in the concerned or allied			direct	equivalent) in the grade on
disciplines.			recruitment	regular hasis with good
(ii) Essential Experience :-				academic record and fulfilling
(a) The faculty of Universities/Post				essential qualifications for the
Graduate Colleges holding analogous	·			post as given in Col. (7),
post on regular basis in the parent				By deputation (Including
cadre; or				Short-Term Contract):
(b) A minimum of 10 years of				From amongst the officers /
experience of teaching or of research				faculty members of the
in a regular position equivalent to that				Central Government or State
of Assistant Professor; and	•			Government or Union
(c) With evidence of published work				Territories or Statutory or
with a minimum of five publications				Autonomous Bodies or
as books or research or policy papers				Universities or Institute fully
in indexed or International Standard	ļ			funded by the Central
Book Number or International				Government or State
Standard Serial Number or numbered				Government holding
journals and as International Standard	İ			analogous post on regular
Book Number or International				basis in the parent cadre or
Standard Serial Number numbered				department; or
books;.				Assistant Professor with ten
(iii) Desirable experience:				years of service in the Grade
Contribution to innovation	ł			and having the qualifications
educational, design of new curricula,	•			specified in Column (7)
courses and developing training	ł			Note 1: Period of deputation
modules, and technology-mediated	ł			shall ordinarily be for three
teaching learning process.				years extendable upto five
				years. However, the period of
				deputation including period of
	1			deputation in another ex-cadre
	i			post held immediately
		,		preceding this appointment in
				the same or some other
				organisation or department of
				the Central Government shall
				not exceed five years.
				Note 2: The maximum age-
				limit for appointment by
,				deputation shall be 56 years as
				on 1st July of the year of
				advertisement.

	p 'A' Departmental Selection Committee (for considering notion) consisting of :-	g appointment and	Not applicable
1.	Secretary (Border Management) or Special Secretary or Additional Secretary, In-charge of DM Division, Ministry		
	of Home Affairs	-Chairman	
2.	Joint Secretary (Disaster Management), Ministry of Home Affairs	- Member	
3.	Executive Director, National Institute of Disaster		
	Management	- Member	
4.	Advisor/Joint Secretary, National Disaster Management Authority (to be nominated by Secretary, National		
	Disaster Management Authority)	-Member	
<b>5</b> .	One eminent external expert in the field of disaster		
	management to be nominated by Home Minister	-Member	



(1) (2) (3) (4) (5) (6) (6) Ves Subject to variation dependent on workload (1) ves Subject to variation (1) ves Subject to variation (1) ves Subject to variation (1) ves Subject to variation (1) ves Subject (1) ve	-					
Consultant  Subject to variation dependent on workload  (7) (8) (9) (10) (11)  Not Applicable  By Deputation (Including Short-Term Contract)  (Including Short-Term Contract)  By Deputation (Including Short-Term Contract)  By Deputation (Including Short-Term Contract)  By Deputation (Including Short-Term Contract)  Contract)  By Deputation (Including Short-Term Contract)  Contract)  By Deputation (Including Short-Term Contract)  Contract	(I)	(2)	(3)	(4)	(5)	ക്ര
Consultant Subject to variation and propendent on synthesis and spendent of spendent of synthesis and synthesis and synthe						
variation dependent on Say 100 plus Grade Pay of Rs. 7600  (7) (8) (9) (10) (11) (11) (11) (11) (12) (13) (14) (15) (15) (15) (15) (15) (15) (15) (15			choop 11		1.00	Tiot applicable
dependent on workload   Grade Pay of Rs.   7600				i e		
(7) (8) (9) (10) (10) (11) (20) (20) (20) (20) (20) (20) (20) (20		1				
Not applicable  Not applicable  Not applicable  Not applicable  By Deputation (Including Short-Term Contract)  Short-Term Contract)  Short-Term Contract)  From Jamongst the officers or employees of the Central Government or State Government or St		_		, -		P
Not applicable  Not applicable  Not applicable  Not applicable  By Deputation (Including Short-Term Contract)  Short-Term Contract)  Short-Term Contract)  From Jamongst the officers or employees of the Central Government or State Government or St						
(Including Short-Term Contract)  (Including Short-Term Contract)	(7)	(8)	(9)	(10)		/ (11)
(Including Short-Term Contract)  (Including Analogous Post on Tengular Davis in the parent cadre or department  (Including Analogous Post on Tengular Davis in the parent cadre or State Government / Union Territories or State Government / State Government / State Government in the Pay Band-3 (Rs. 15600-39100) Grade Pay of Rs. 5400 with ten year of service and possessing the following qualifications:-  (Including Short-Term Contract)  (Including Short-Term Con	Not	Yes	Not applicable	By Deput	lation	By Deputation (Including Short-Term
Contract)  From/amongst the officers or employees of the Central Government or State Government or State Government or State Government or State Government or State Government or State Government or State Government holding analogous post on regular basis in the parent cadre or department.  or  Officers of the Central / State Government / Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government or State Government in the Pay Band-3 (Rs. 15600-39100), Grade Pay of Rs. 6600 with five year service or officers of the Central / State Government in the Pay Band-3 (Rs. 15600-39100) Grade Pay of Rs. 5400 with the year service or officers of the Central / State Government in the Pay Band-3 (Rs. 15600-39100) Grade Pay of Rs. 5400 with the year service and possessing the following qualifications:—  Qualification:  (i) Essential:—  55% marks in Masters Degree from a Recognized University.  (ii) Desirable :—  Ph.D or M.Phil or at least one year training in the relevant field at national or international institution or or organization.  Note 1: Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation including period of deputation including period of deputation including period of deputation in cluding period of deputation including period of deputation including period of deputation including the contract shall ordinarily be for three years extendable upto five years. Note 2: Period of short term contract shall ordinarily be for three years extendable upto five years.  Note 3: The maximum age-limit for appointment by deputation shall be 56 to the papentiment by	applicable		• • •			
of the Central Government or State flowernment or Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central asis in the parent cadre or department.  or  Officers of the Central / State Government / Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government or State Government / Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government or State Government in the Pay Band-3 (Rs. 15600-39100), Grade Pay of Rs. 6600 with five year service or officers of the Central / State Government in the Pay Band-3 (Rs. 15600-39100) Grade Pay of Rs. 5400 with ten year of service and possessing the following qualifications:- Qualification:- (i) Essential:- 55% marks in Masters Degree from a Recognized University. (ii) Desirable:- Ph.D or M.Phil or at least one year training in the relevant field at national or international institution or organization.  Note 1: Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding appointment in the same or some other organization or department of the Central Government shall not exceed five years. Note 2: Period of short term contract shall ordinarily be for three years extendable upto five years. Note 2: Period of short term contract shall ordinarily be for three years extendable upto five years. Note 2: Period of short term contract shall ordinarily be for three years extendable upto five years. Note 2: Period of short term contract shall ordinarily be for three years extendable upto five years. Note 3: The maximum age-limit for appointment by deputation shall be 56				Contract)		From amongst the officers or employees
Giovernment or Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government or State Government or State Government for Officers of the Central I State Government I Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government I Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government or State Government in the Pay Band-3 (Rs. 15600-39100), Grade Pay of Rs. 6600 with five year service or officers of the Central I State Government in the Pay Band-3 (Rs. 15600-39100) Grade Pay of Rs. 5400 with ten year of service and possessing the following qualifications:—Qualification:—  (i) Essential:—55% marks in Masters Degree from a Recognized University.  (ii) Desirable —Ph.D or M.Phil or at least one year training in the relevant field at autoinal or international institution or or organization.  Note 1: Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation including period of deputation in another ex-cadre post held immediately preceding appointment in the same or some other organization or department of the Central Government shall not exceed five years.  Note 2: Period of short term contract shall ordinarily be drained by deputation in shall be 56 deputation and and the cache of the years.  Note 2: Period of short term contract shall ordinarily be drained and and the cache of three years extendable upto five years.  Note 2: Period of short term contract shall ordinarily be drained and the production of the cache of the exceed five years.						
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regular basis in the parent cadre or department.  or  Officers of the Central / State Government / Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government in the Pay Band-3 (Rs. 15600-39100), Grade Pay of Rs. 6600 with five year service or officers of the Central / State Government in the Pay Band-3 (Rs. 15600-39100) Grade Pay of Rs. 5400 with five year service and possessing the following qualifications:  Qualification:  (i) Essential:  55% marks in Masters Degree from a Recognized University.  (ii) Desirable  Ph.D or M.Phil or at least one year training in the relevant field at national or international institution or organization.  Note 1: Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation in ancher ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed five years.  Note 2: Period of short term contract shall ordinarily be for three years extendable upto five years.  Note 3: The maximum age-limit for appointment by deputation is shall be 56						
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years as on 1 <sup>st</sup> July of the year of	1					years as on 1st July of the year of

advertisement.

- (12)		(13)
Group 'A' Departmental Selection Committee	(for considering	Not applicable
appointment) consisting of :-		and the state of t
1. Secretary (Border Management) or Special Secretary	j	
or Additional Secretary, In-charge of DM Division,	,	er · · ·
Ministry of Home Affairs	-Chairman	
2. Joint Secretary(Disaster Management), Ministry of	Annaham De Carrent	
Home Affairs	-Member	
3. Executive Director, National Institute of		
Disaster Management	-Member	
4. Advisor/ Joint Secretary, National Disaster Managemer	nt	
Authority (to be nominated by Secretary,		
National Disaster Management Authority)	-Member	
5. One eminent external expert in the field of disaster		
management to be nominated by Home Minister	-Member	

(1)	(2)	(3)	(4)	(5)	(6)
6. Assistant Professor	8 (Eight)* subject to variation dependent on workload.	Group 'A'	Pay Band 3 Rs. 15600 - 39100 plus Grade Pay of Rs. 5400	Not applicable	35 years as on 1 <sup>st</sup> July of the year in which the advertisement is issued.  Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.  Note: The crucial date for deciding the age limit shall be 1 <sup>st</sup> July of the year of advertisement.
	(7)	(8)	(9)	(10)	(11)
Social Sciences Earth Science Disaster Mana subjects with at marks or its eq Degree with academic record. Desirable: (i) M.Phil or Ph. or allied disciplin Contribution cducational, desi and courses, of	t least 55% of the uivalent in Masters consistent good.  D. in the concerned nes.  to innovation ign of new curricula developing training technology-mediated	Yes	One year for direct recruitment	50% by promotion and 50% by direct recruitment or deputation (Including Short-Term Contract)	By promotion From amongst the Rescarch Associates with eight year experience on regular basis in the Institute and fulfilling the educational qualification specified in column (7). Provided that in case of those with Ph.D the minimum service period will be six years. By deputation: From amongst the officers or employees of the Central Government or State Government or Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government or State Government holding analogous post on regular basis in the parent cadre and possessing the education qualifications specified in column (7) Note 1:Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or



<u> </u>		
		some other organisation or
·		department of the Central
	1	Government shall not exceed five
		years.
		Note 2: The maximum age-limit
		for appointment by deputation
		shall be 56 years as on 1st July of
		the year of advertisement.

(12)		(13)
Group 'A' Departmental Selection Committee (for considering appointment an of:-	d promotion) consisting	Not applicable
Executive Director, National Institute of Disaster Management	- Chairman	
Director / Deputy Secretary, DM Division dealing with the subject     Ministry of Home Affairs	- Member	
3. Director / Joint Advisor / Deputy Secretary, National Disaster Management	1,20.12501	
Authority (to be nominated by Secretary, National Disaster Management	.,	
Authority) 4. One eminent expert member in the concerned subject/field to be nominated	- Member	ı
by Home Secretary	- Member	

(1)	(2)	(3)	(4)	(5)	(6)
7. Accounts Officer	1(One)* subject to variation dependent on workload.	Group 'A'	Pay Band-3 Rs. 15600 - 39100 plus Grade Pay of Rs. 5400	Not applicable	Not applicable
(7)	(8)	(9)	(10	))	(11)
Not	Not applicable	Two	Promotion, faili		Promotion :-
applicable		Years	deputation (Inc. Term Contract).	eluding Short-	The Assistants of National Institute of Disaster Management having Bachelor's Degree with at least eight years regular service in pay band-2 of Rs. 9300-34800 plus grade pay of Rs. 4200 and experience of dealing with Budget and Accounts matters for at least six years.
					Deputation (Including Short- Term Contract) :-
					(a) Officers of the Central Government or State Governments or Union territory Administrations - (i) holding analogous post on regular basis; or (ii) worked for at least two years in the pay band-2 of Rs.9300-34800 plus grade pay of Rs.4800; or (iii) has worked for at least three years in the pay band-2 of Rs.9300-34800 plus grade pay of



	[11tt1 II OLC, 5(1)]
	<ul> <li>(b) possessing any one of following qualifications:-</li> <li>(i) has qualified the Subordinate Accounts Service or equivalent examination conducted by any of the Organised Accounts Departments of the Central Government; or</li> </ul>
	(ii) successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training (ISTM) and Management or equivalent and one year experience in cash accounts and budget works.
	Note 1: Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed five years.
	Note 2: The maximum age-limit for appointment by deputation shall be 56 years.  Note 3: The crucial date for deciding the age limit shall be 1st

(12)		
Group 'A' Departmental Selection Committee (for considering appointment and promotion) consisting of :-	Not applicable	
<ol> <li>Executive Director, National Institute of Disaster Management</li> <li>Director / Deputy Secretary, Disaster Management Division) Ministry of</li> </ol>		
Home Affairs - Member		
3. Director /Joint Advisor/ Deputy Secretary, NDMA ( to be nominated by Secretary, NDMA) - Member		
4. Joint Director, NIDM/Representative to be nominated by ED, NIDM - Member		

(1)	(2)	(3)	(4)	(5)	(6)
8.	1(One)(2013)*	Group	Pay Band -3	Not	Not applicable
Administrative	subject to	'A'	Rs. 15600 -	applicable	
Officer	variation		39100 plus		
	dependent on		Grade Pay of		
	workload.	<u> </u>	Rs. 5400		

(7)	(8)	(9)	(10)	(11)
Not applicable	Not applicable	Two	Promotion, failing which by	Promotion :-
		Years	deputation (Including Short-	The Assistant of National Institute
			Term Contract)	of Disaster Management having
•				Bachelor's Degree with at least
				eight years regular service in pay



-		
		band-2 of Rs. 9300-34800 plus
	1	grade pay of Rs. 4200 and
	]	experience of dealing with
		establishment and administrative
		matters for at least six years.
		1 - 1
		Deputation (Including Short-Term
		Contract):-
		(a) Officer of the Central
		Government or State Government
		or Union territory Administrations-
		(i) holding post analogous on
•		regular basis;
		or
		(ii) has worked for at least two
		years in the pay band of Rs.9300-
		34800 with grade pay of Rs.4800;
		or
		(iii) has worked for at least three
		years in the pay band-2 of Rs.9300-
		34800 with grade pay of Rs.4600
		and possessing the following
		qualification and experience:-
		Essential:
		Degree of a recognized University
		or equivalent; and
		Experience of administration and
		establishment related work for more
		than one year in a Government
1		office or Public Body or
		Autonomous Body or Universities
	<u> </u>	funded by the Central Government.
[		Desirable:
		Knowledge of rules and regulations
		related to establishment matters.
		Note 1 : Period of deputation shall
	1	ordinarily be for three years
		extendable upto five years.
		However, the period of deputation
	1	including period of deputation in
		another ex-cadre post held
		immediately preceding this
		appointment in the same or some
1		other organisation or department of
		the Central Government shall not
1		exceed five years.
		Note 2: The maximum age-limit
		for appointment by deputation shall
		be 56 years.
	] .	Note 3: The crucial date for
		deciding the age limit shall be 1st
		July of the year of advertisement.
L	<u> </u>	1 Sail of the load of the estimation.

(12)	(13)	
Group 'A' Departmental Promotion Committee (for considering con	Not applicable	
promotion) consisting of :-	1	
1. Executive Director, National Institute of Disaster Management	-Chairman	
2 Director / Deputy Secretary, (Disaster Management)	İ	
Ministry of Home Affairs	-Member	
3 Director /Joint Advisor / Deputy Secretary, NDMA		
(to be nominated by Secretary, NDMA	-Member	
4. Joint Director, NIDM/Representative to be nominated by ED,	-Member	
NIDM		